

**Metropolitan Government of Nashville & Davidson County
Employee Separation Checklist**

Employee: _____

Emp. # _____

Supervisor: _____

Date: _____

I. PROCESS

This process should be followed when employees or contractors are separating from Metro Government, for whatever reason, including but not limited to: retirement, resignation, discharge/termination, layoff or under any other circumstance by which the employee separates from the City. This procedure covers full-time, part-time and temporary employees and contractors with electronic access/equipment and/or physical access to facilities.

II. NOTIFICATION

____ **Notify Department HR Representative:**

As soon as you become aware that an employee is terminating, and/or receive a letter from an employee notifying you of the employee's intention to terminate employment, advise your human resources representative.

____ **Official Notice:**

If an employee tells you of their intention to leave your employment, ask them to write a letter that states their resignation and date of their last working day.

____ **Complete Notice of Separation:**

Provide information regarding reasons for separation on the notice of separation form. Please send the resignation letter, separation notice and all related documents to your Department Human Resources Representative. This information is used to defend claims of wrongful discharge and other issues.

III. BUSINESS CONTINUITY

____ **Assign Duties:**

Make arrangements for other employees to take over the outgoing employee's duties to ensure business continuity.

____ **Outgoing Messages:**

Place an outgoing message on e-mail and voicemail (office and cell phones) stating the employee is no longer with *your department* and provide the name and contact information of the employee assuming the duties.

____ **Notify Network Administrator:**

As soon as you know that an employee is leaving, notify your Network Administrator of the date and time on which to terminate the employee's access to all electronic systems, including: Computer/Laptop; PDA, Jump Drives; Camera; Cell Phone; Card reader/ID badge; Pager; Other Items.

_____ Notify OFM Liaison:

As soon as you know that an employee is leaving, notify *your department's* Office of Fleet Management Liaison of the date and time on which to terminate the employee's access (EBS employee number) to all OFM Fuel Pumping Systems/Sites if applicable.

IV. RETURN OF PROPERTY

Return of company property:

Employees are required to turn in all Metro property/materials, including:

- _____ Computer/Laptop
- _____ PDA
- _____ Jump Drives
- _____ Cell Phone
- _____ Card reader/ID badge
- _____ Other Electronic Items, please specify _____
- _____ ID badges
- _____ Office & Building Keys
- _____ P-Card
- _____ Uniforms (If applicable)
- _____ Parking Pass
- _____ Other Items, please specify _____

_____ Disposition of employee's personal property:

If the employee has left behind any personal items, box the items and arrange for the employee to claim the items. All personal property should be claimed within ten (10) business days of separation.

V. STATUS OF BENEFITS

_____ Vacation Pay Out:

Terminating employees, unless approved by Appointing Authority, will be paid lump sum for unused accrued vacation time.

_____ Give employee benefits information:

Contact your department HR

VI. LONG-TERM LEAVE

_____ Long-term leave:

When an employee will be away from the workplace for 20 consecutive work days or more (e.g., FMLA, IOD, Military Leave, Short-Term or applying for a Medical Disability), Sections Two and Three of this document may apply.